



Request for Preliminary Advisory Opinion (PAO) Regarding Application for Colorado Community Association Manager's License

The information described in this form is required for persons seeking a preliminary advisory opinion pursuant to CAM Rule A-10 regarding the potential effect that previous conduct, criminal convictions or action against a professional license may have on a formal application for licensure as a Colorado Community Association Manager (CAM). This opinion is issued in order to provide preliminary advisory guidance. This opinion is not binding on the director nor does it limit the director's authority to investigate a formal application for licensure.

An individual seeking a preliminary advisory opinion is not an applicant for licensure and the issuance of an unfavorable opinion shall not prevent such individual from making application for licensure pursuant to the licensing law and the rules and regulations of the Division. Application processing time is dependent upon many factors, including seriousness of the offense(s), completeness of the application and requirement for director review. Division staff will contact you to discuss application processing times within 10 business days of application receipt.

Section 1. Personal Information

First Name	M.I.	Last Name	Maiden Name	
Email Address			Social Security Number	
Date of Birth	Place of Birth			
Physical Address	City	State	Zip Code	
Home Phone	Mobile Phone			
Mailing Address (if different from above)	City	State	Zip Code	

Section 2. Occupational License Actions

Please initial next to each answer for the below questions:

<input type="checkbox"/>	Yes	2.1 Have you had any community association manager or professional registration, license or certification in any jurisdiction that has been denied, disciplined, denied renewal, revoked, or suspended, censured, the subject of a consent agreement or the subject of a current investigation?
<input type="checkbox"/>	No	

If yes, you must submit the following documents:

1. A signed written statement, including name of agency, license type, dates, nature of alleged infraction and disposition.
2. A copy of the original charges or complaint against you.
3. A copy of any agency order or other notification of the action taken.
4. A confirmation of the current status of the license, certification or registration.

Section 3. Background

Please answer all of the below questions. **DO NOT** include misdemeanor traffic violations, municipal code violations or petty offenses.

_____ **Yes*** Have you ever been convicted or pleaded Nolo Contendere to any felony or misdemeanor?
_____ **No**

_____ **Yes*** Have you ever been incarcerated or in custody, or placed on parole, probation or any other type of
_____ **No** court ordered supervision in a criminal case?

_____ **Yes*** Have you ever agreed to a deferred sentence or a deferred judgment with respect to any felony or
_____ **No** misdemeanor, or are currently subject to the terms of a deferred prosecution?

_____ **Yes*** Have you ever been charged with any felony or misdemeanor or are such charges pending or
_____ **No** under investigation?

Nature of Charge or Conviction

Please list below the date and nature of each charge or conviction.

1. _____
2. _____
3. _____

* If you answer yes to any of these questions, please provide the documents listed in Section 4.

Section 4. Required Documents – Criminal Convictions

In order to process your application, the following information concerning the criminal incident(s) described in this application must be submitted for review by the Division Director so that they may make the determinations required by law. What follows is a general description of the documentation required to complete your application. Additional documents or statements may be required subsequent to staff review. This application must be accompanied by the following:

1. **Court Documents:** *Computer printouts are not acceptable.* Please obtain actual court documents with signatures. In most criminal cases, the county in which the violation occurred will also be the location of the court that you will need to contact. These records are public and are contained in a central file of cases. You will need to ask the court clerk how you can arrange to have copies made of your case file. It is your responsibility to contact the appropriate court, police department, probation office or other agency to obtain the required letters, statements or other documents. If the court or police inform you that the documents are no longer available, you will need to obtain a written statement of confirmation to that effect from the appropriate party. The court documents include but may not be limited to:
 - a. **Original Charging Document:** This document sets forth the specific violations (often referred to as "counts") under which you were charged. Depending on the jurisdiction, this document may be captioned as a Complaint, Information, Complaint and Information, Criminal Complaint, Summons and Complaint, Indictment or other designation.
 - b. **Police Officer's Report:** If a police report or arrest affidavit remains part of the Court's criminal case file, please include a copy of that report with your application materials. Otherwise, the arresting, ticketing or charging agency will have a report on the incidences and factual matters related to filing of charges. This report will usually be found at the office of the arresting or ticketing law enforcement agency (police department, sheriff's office, etc.). *If the police report is not a part of your court records, you must contact the appropriate agency to obtain a copy.*
 - c. **Amended Charges:** If the original charge or charges were thereafter amended, also provide a copy of the amending document.
 - d. **Judgment or Sentence Order:** This document shows the specific charge to which you pled or

were otherwise adjudged guilty, as well as the Court's terms of sentencing.

- e. **Terms and Conditions of Probation:** In some cases, if probation is included as part of the Court's Sentence Order, the Court will issue a separate document setting forth the specified terms and conditions of probation.
 - i. **Successful Completion of Probation:** If a Court-ordered term of probation has been successfully completed, provide a copy of the Court's order of termination of probation or, in the alternative, a letter of verification from the respective probation department.
 - ii. **Probation in Progress:** If the Court-ordered term of probation remains in progress, provide a letter from your probation officer indicating the current status of your probation.
 - iii. **Probation Revocation Documents:** If the Court-ordered term of probation was ever revoked, provide a copy of the underlying Complaint for Revocation of Probation, as well as the Court's revised Sentence Order.
2. **Deferred Judgment:** If the Court's original Sentence Order provided for a Deferred Judgment/Sentence, and such has been successfully completed, provide a copy of the Court's order to withdraw the original guilty plea.

Section 5 - Rehabilitation

Colorado statute provides that the director may give consideration in determining whether an applicant is a person of good moral character at the time of application. The intent of the statute is to expand employment opportunities for persons who, notwithstanding the conviction of an offense, have been rehabilitated and are ready to accept the responsibilities of a law-abiding and productive member of society. The information you provide in Section 5 and Section 6 will assist the director in determining the merits of your case.

1. **Written Statements:** You must submit a written statement that relates the following information:
 - a. A description of the factual events and the actions that led to the charges being filed against you.
 - b. An explanation, from your perspective, of the circumstances, reasons or situations that contributed to charges being filed against you. This includes any information or explanation that you believe mitigates or lessens the severity of your actions or the charges.
 - c. A description of any changes, events or accomplishments that illustrate rehabilitation and that you are truthful, honest and a person of good moral character. This could include having met the court's terms of sentence such as: having made restitution, completing probation or completing community service. Your statement should also include a description of any of the following: voluntary involvement in community, public or privately sponsored programs or activities of benefit to the community, new and different social and business relationships, stability of family and financial matters, enrollment in or completion of education or vocational training, involvement in training or counseling for the purpose of self-improvement or advancement, substance abstinence and/or abuse programs, intervention programs, therapy, self-realization, awareness and personal growth and/or any other information you believe is illustrative of changes of attitude, circumstances and environment that may have contributed to having the charges filed against you. This is your opportunity to illustrate to the director that you have been rehabilitated and that you are truthful, honest, and a person of good moral character.
 - d. Your statement must include your signature and also conclude with the statement "I have no other violations either past or pending", if that is true in your case.
2. **Letters of Recommendation:**
 - a. Include written statements from others. Examples include past and present employers, past and present co-workers, probation officers, court officers, public officials, clergy, business and industry leaders, family and friends. These letters, while not required, are an indication to the director that others in the community are confident that you are rehabilitated and are able to handle the responsibility and trust that comes with the professional license you are seeking. Letters submitted on your behalf should identify the writer's relationship to you **and indicate the writer's knowledge of your past violation or conviction** and your subsequent rehabilitation,

b. If applicable, written statements or other evidence from medical, psychological or other professionals who are competent to address conditions existing either at the time of the underlying conduct or presently.

- ## Section 6: Personal History

Name of High School/College

Please list your work history for at least the past 5 years, including part-time, temporary, volunteer work and periods of unemployment. List jobs in reverse, beginning with your present or most recent job. Attach additional pages if necessary.

<http://dora.colorado.gov/dre>

Employment History (cont.)

Employer: _____	Title: _____	Dates: _____ to _____
Employer's Address: _____		
Supervisor's Name: _____	Phone: _____	
Your Duties: _____		
Reason for Leaving: _____		

Employer: _____	Title: _____	Dates: _____ to _____
Employer's Address: _____		
Supervisor's Name: _____	Phone: _____	
Your Duties: _____		
Reason for Leaving: _____		

Employer: _____	Title: _____	Dates: _____ to _____
Employer's Address: _____		
Supervisor's Name: _____	Phone: _____	
Your Duties: _____		
Reason for Leaving: _____		

Community Service:

Please list any court required community service that you have performed. Include the name of the person you reported to and a phone number to reach that person. Please list the number of hours you were required to complete as well as the number of hours completed.

Name and Location of Organization	Name/Phone of Person Reporting To	Type of Work	Hours Required	Hours Completed

I hereby request that the information contained in and submitted relative to this application be included as part of my preliminary advisory opinion application. I have no other violations other than those listed in this application, either past or pending.

Applicant Signature: _____ **Date:** _____